

**CITY OF FLAGSTAFF**  
**LANDLORD AUTOMATIC TRANSFER SERVICE AGREEMENT**

211 W ASPEN AVE, Flagstaff AZ 86001-5359 (520) 779-7637

Landlord Service Agreement ("Agreement") entered into this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_.

Between the CITY OF FLAGSTAFF and \_\_\_\_\_ ("Landlord").

Whereas the City of Flagstaff is authorized to provide water, sewer and refuse service to the property; and whereas the Landlord (owner or managing agent for the owner) of certain real property ("Property") desires to have such service automatically transferred into the Landlord's name immediately upon termination by a tenant for the below listed property; therefore,

the City of Flagstaff agrees to perform such automatic transfer of services upon the following terms and conditions:

1. The Landlord agrees to pay for the above listed services as billed when due and payable, even if the Landlord is unaware of the tenant's termination.
2. A service charge of \$18 plus tax shall be billed to the Landlord for each transfer.
3. It shall be the Landlord's responsibility to promptly notify the City of Flagstaff of any ownership, mailing address or phone number change relating to this Agreement.
4. Either party may terminate this Agreement upon written notice to the other party.

LISTED PROPERTIES: (Address)

Location

Customer ID#

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(if more space is required, please attach a separate sheet)

\_\_\_\_\_  
LANDLORD NAME (PLEASE PRINT)

\_\_\_\_\_  
BY (SIGNATURE)

\_\_\_\_\_  
SS# OR DL#

\_\_\_\_\_  
TITLE (IF CORP OR AGENT)

\_\_\_\_\_  
TAX ID#

Mailing

Address: \_\_\_\_\_

\_\_\_\_\_  
City, State and 9-digit zip-code please

Phone # (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_



BY: \_\_\_\_\_

Nancy Jungemann  
Customer Service Manager  
Utilities Department